

LICENSED PROVIDER INVOICE TIPS – No Response Required

INVOICE CORRECTLY – AVOID AN OVERPAYMENT **Activity Fee Billing Change- Effective 5/1/02**

The DSHS child care subsidy program, Working Connections Child Care (WCCC) allows for an activity fee payment under certain circumstances.

The activity fee may be authorized by DSHS when licensed/certified providers:

- Charge an activity fee for all families (subsidized and private pay); and
- The fee is to cover costs related to field trips and special activities.

The maximum amount for the activity fee is \$20.00 per child, per month.

The activity fee may not be used to cover optional enrichment programs for children such as dance, yoga, gymnastics, computer classes, etc.

DSHS has changed the way the activity fee may be claimed in order to allow the provider to bill for the correct amount used each month. When it is appropriate to authorize the activity fee, the DSHS worker will:

- Obtain information regarding the licensed/certified provider's activity fee;
- Establish payment as follows;
 1. The maximum payment is \$20.00 per child. Only two children, per family, may be authorized on each payment line (\$40.00.)
 2. The units on the authorization are set up to correspond with the amount of the provider's activity fee or the DSHS maximum, whichever is less. For example, if the provider's standard activity fee is \$15.00 per month, the authorizing worker will establish 15 units at \$1.00 each.
 3. When the invoice arrives, claim as follows:
 - If you spend \$15.00 on the child's activity fee, claim 15 units. If you spend only \$10.00 on the child's activity fee, claim 10 units.
 - If there are two children receiving the maximum activity fee of \$40.00, 40 units at \$1.00 each will appear on the invoice. Determine the correct amount to bill and claim the correct number of units. For example if Tyson and Sarah's activity fee for March total \$38.00, bill for 38 units at \$1.00 each.

Keep receipts for all expenses related to claiming the activity fee. For record keeping purposes, maintain the receipts with the invoice in which the expense was billed.

This change will be made with all new authorizations and updated with existing authorizations.

INVOICE CORRECTLY – AVOID AN OVERPAYMENT.

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